

**CITY OF ROCHESTER, NEW YORK
PARKING AND MUNICIPAL CODE VIOLATIONS BUREAU
ADMINISTRATIVE ADJUDICATION HEARINGS**

Hearings are conducted in a tribunal (a "court" if you will) which cannot reasonably be expected to conduct hearings on the basis of appointment. To our knowledge, there is no court in existence which provides for appointment scheduling of cases.

Since all respondents are entitled to their "day in court", they must be permitted full freedom to express their plea or defense. There is no way of knowing in advance whether a given case will take 5 minutes, 25 minutes or longer. Additionally, many cases on the docket must be notified (required by law) 30 days or more prior to their scheduled date of hearing. There are no accurate means of forecasting how many of these cases will actually appear - or how much time each case will consume. Compounded by the sheer weight of volume (64 sessions - over 1,200 cases per month), you can well understand the complexities of scheduling that the Bureau encounters.

We have found that the fairest procedure, for all concerned, is to call respondents before the Examiner in the order of their registration with the Clerk of the docket ON A FIRST COME, FIRST SERVE BASIS except cases with issuing officials in attendance which are called first (BE PREPARED TO WAIT).

Please note that non-owners must present notarized authorization from the vehicle's registrant in order to have a hearing. Everyone must present picture ID.

Hearing sessions are conducted by the Parking and Municipal Code Violations Bureau at the following times:

MONDAY at 9:00 AM	OR	1:00 PM
TUESDAY at 9:00 AM	OR	1:00 PM
WEDNESDAY at 9:00 AM	OR	1:00 PM (MUNICIPAL CODES ONLY)
THURSDAY at 9:00 AM	OR	1:00 PM
FRIDAY at 9:00 AM	OR	1:00 PM

The above schedule applies to all normal business days only.
No hearings are conducted on Saturdays, Sundays, or Holidays.

SIGN IN TIME BEGINS AT 8:30 FOR MORNING HEARINGS
SIGN IN TIME BEGINS AT 12:30 PM FOR AFTERNOON HEARINGS

SIGN-IN FOR MORNING HEARINGS IS CLOSED AT 10:00 AM,
AND SIGN-IN FOR AFTERNOON HEARINGS IS CLOSED AT 2:00 PM.

FAILURE TO APPEAR FOR A SCHEDULED HEARING WILL RESULT IN A FINDING OF GUILTY BY DEFAULT AND THE ENTRY OF A CIVIL JUDGEMENT AGAINST YOU IN THE AMOUNT SET FORTH BELOW:

	<u>PARKING</u>									
	<u>OLD</u>	<u>NEW</u>	<u>OLD</u>	<u>NEW</u>	<u>OLD</u>	<u>NEW</u>	<u>OLD</u>	<u>NEW</u>	<u>OLD</u>	<u>NEW</u>
INITIAL *FINE VALUE	\$15	\$25	\$25	\$35	\$35	\$45	\$ 60	\$ 70	**\$ 90	**\$100
AFTER 30 DAYS	35	45	55	65	75	85	125	135	** 155	** 165
AFTER 75 DAYS	55	65	75	85	95	105	145	155	** 175	** 185
DEFAULT JUDGEMENT	\$55	\$65	\$75	\$85	\$95	\$105	\$145	\$155	**\$175	**\$185

OLD FINES INCLUDE \$5.00 NYS SURCHARGE **FINE INCLUDES ADDITIONAL \$30.00 NYS SURCHARGE
NEW FINES INCLUDE \$15.00 NYS SURCHARGE (EFFECTIVE November 11, 2003)

MUNICIPAL CODES

TWENTY-FIVE (\$25) TO TEN THOUSAND (\$10,000) PER VIOLATION

I, the below signed of _____ do hereby authorize
Ms./Mr./Mrs. _____ to appear for hearings on Parking/Municipal
Code Violations under my name with Parking/Municipal Code
Violations Bureau at 42 South Avenue, Rochester, New York 14604.

PRINT NAME _____

SIGNATURE _____

DATE _____

State of New York)
County of Monroe) ss

Subscribed and sworn to
before me this _____ day of _____, 20_____

Notary Public